

Ryan White Title I
Inland Empire HIV Planning Council

Minutes of Meeting

Thursday, August 29th, 2002

1:00 p.m. - 3:30 p.m.

Inland AIDS Project
3756 Elizabeth Street
Riverside CA 92506
(909) 683-4022

Call to Order and Introductions

Steve McGrew, co-chair, called the meeting to order at 1:05 p.m. Introductions were made and persons in attendance were:

Members:

Steve McGrew
Thomas Prendergast, M.D.
Joe Acosta
Cherry Houston, Ph.D.
Leann Chamlee
Benita Ramsey

Erin Comstock
Danny Colon
Faith Davis-Bolton
Darlene DeBayona
Fred Flotho, Jr.

Joshua Sparks
Victoria Jauregui Burns
Rebecca Zeidler
Evelyn Valentino

Absences:

John Brown
Jeff Byers
Edward Rangel
Rick Rector

Gregory French
Gary Feldman, M.D.
A. Lloyd Jones
Edwin Zelaya

Steve English
Ed Cueto
Sandra Bibb
Jerry Nevarez

Other Attendees:

Jason Oliver
Lucie Smith
Wayne McKinny, M.D.
Jack Newby
Gemma Gonzales
William Trevizo

Jim Woodward
Connie McLaughlin
Daniel Perez
Eydie Bernal-Cox
Bonnie Flippin
Scott Rigsby

Terry Millette
Vicki Devore
Carolyn Harris

Public Comments

None

Agenda Additions, Revisions, and Corrections

Steve McGrew announced the Consent Calendar, which is an addition to this meeting 's Agenda, and requested that anyone who wanted could pull an item from these attachments or presentations at this time, and it would be discussed or amended separately from the rest of the items. The following items were pulled from the Consent Calendar:

- Approval of Food Standard
- Approval of Grantee Instructions for FY 2003 Allocations
- Shared Vision/Guiding Principles/Shared Values Attachment 2

Items remaining on the Consent Calendar were:

- Approval of Minutes (July 25, 2002 – Attachment A1)
- Grantee Expenditure Report (Attachment A2)
- Minutes of Underserved Populations/Community Linkages (Attachment A3)

On the Planning & Evaluation Committee Report, items pulled from the Agenda were as follows:

- Approval of Capacity Development Goals and Objectives
- Approval of Long Term Goals and Objectives

Items remaining on the Planning & Evaluation Committee Report were:

- Approval of Continuum of Care (Final to be presented)
- Approval of Division of Miscellaneous Support Budget between Planning Council Support and Program Support (Final to be presented)

Steve said he planned to select an ad hoc Review Committee for the Comprehensive Plan. Also Danny Perez would be making a Grantee Report after the Break.

Steve McGrew accepted the agenda as amended.

Motion # 02-40 was approved.

For: 15
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Review and Approval of Minutes

Minutes for the meeting of July 25th, 2002 were reviewed. Joe Acosta moved to accept the minutes as written, Fred Flotho seconded the motion and the motion carried.

Motion # 02-48 was approved.

For: 15
Against: 0
Abstentions: 0

Members present with no PC Form 700 on file: 0

Report on Food Service Eligibility Standards – Fred Flotho

Fred reported that due to the quick spend down of the food and the fact that money had to be put in the food program from primary care money last month, Planning and Evaluation was requested to come up with a program to help the Food Service get through the end of the year without trying to give away all the funds. This is the result of that request, and apportions the number of units available to various poverty levels. After considerable discussion in the Committee, they decided to bring this to Planning Council for a recommendation, since a couple of agencies were concerned that this would have a reverse effect because it would be increasing units to people at 100% so that they would be getting more units than they were getting currently. In some areas, it could also be a cut for some clients. After discussion by the group it was determined to send this back to the Committee. Per Jim Woodward, expenditures during the year have been contained and brought into a more controlled rate. See Attachment 1

Steve McGrew moved we send this back to Committee
Joe Acosta seconded the motion

Motion #02-41 was approved

For:	15
Against:	0
Abstentions:	0

Members present without PC Form 700 on file: 0

Grantee Instructions for FY 2003 Allocations:

Fred Flotho says it is not ready and thought it had been pulled from the Consent Calendar under that condition.

Shared Vision/Guiding Principles/Shared Values:

Steve McGrew pulled this from Consent Calendar because he wants to make an addition to page 3, top box to read “Be Driven by and Advocate for Consumer Needs” under Shared Values. After discussion of group it was determined to add that phrase to Guiding Principles page 1 and read “By Being Driven and Advocating for Consumer Needs”. See Attachment 2

Steve McGrew asked for discussion.

Motion #02-42 was approved as amended

For:	15
Against:	0
Abstentions:	0

Members present without PC Form 700 on file: 0

Planning & Evaluation Committee Report

Approval of Continuum of Care – Attachment 3

Carolyn Harris reported on Planning & Evaluation decisions regarding final revisions and modification of this document. Dr. Prendergast commented that he liked calling the document a Spectrum of Care rather than a Continuum because the meanings are different and this document more clearly represents a Spectrum. Since this was a committee decision no motions or seconds were needed. Steve McGrew asked for discussion.

Motion #02-43 was approved as amended

For: 15

Against: 0

Abstentions: 0

Members present without PC Form 700 on file: 0

Approval of Division of Miscellaneous Support Budget between Planning Council Support and Program Support

Fred Flotho led discussion regarding how miscellaneous expenses should be divided. Jim Woodward said he saw no restrictions with regard to getting funds to do the things the Planning Council wants to do, that much of it is the difference between office supplies as opposed to a support consultant. After a group discussion, Dr. Prendergast made a motion to accept the new changes as follows: Planning Council Support \$448,551 (6% of total) and Program Support \$236,000 (adding \$50,000) to total \$286,000. Joe Acosta seconded the motion. Attachment 4

Motion #02-44 was approved

For: 15

Against: 0

Abstentions: 0

Members present without PC Form 700 on file: 0

Grantee Report

Danny Perez reported that he was pleased to announce that the rollover request that was submitted to HRSA three weeks ago was approved and he spoke to Dr. Pearl Katz the day before and she will communicate with the Grants Management Officer to get us written confirmation of the approval because we are going to work with the providers to develop scopes of work so that we can get the money distributed as soon as possible. The amount is over \$70,000.

Danny Perez announced the next conference call is scheduled for Tuesday, September 10 with Doug Morgan. There wasn't one this month. He also reported about the group attending the All Title Conference in Washington DC and had the pleasure of attending close to 100 workshops. They have compiled summaries of all the workshops and they are planning a comprehensive report for all members. He said he had the privilege of presenting at the All Title on Women, Infants, Children and Youth reporting requirements which are one of our conditions of award. He distributed a copy of the powerpoint presentation that was put together partially by Alex Taylor and the staff and presented by Danny.

Danny also announced that there is letterhead available for use and to let the support staff know and we would get it to whoever needs it.

Joe Acosta commented that Danny's presentation report was very well received by members all over the country and that Danny was a tremendous asset to us. See Attachment 5

Danny announced that he had applications with him for the Jackson State University Class; to please remember to fill them out that day for the Social Marketing Class. He needs twelve applications to lock in the class and only has six for October 3rd and 4th.

Danny also announced that this month the staff would be working heavily on the Comprehensive Plan and the Application which is due on October 10, but goes to the Board of Supervisors for other internal review processes by September 24th, so he requested kindness to the staff as it is a heavy burden to complete it all as well as possible.

Steve McGrew called a 15 MIN BREAK.

County Committee Reports

Riverside Committee - Carolyn Harris reported that funds were readjusted within the HHC categories. All were in the 15% column; adjustments made were MAI Outreach reduced from \$110,000 to \$105,000; MAI Health Education reduced from \$30,000 to \$27,757. The 7% and flat planning will adjust proportionately. Steve McGrew made motion for Planning Council approval to accept recommendations as presented.

Motion #02-45

For: 15
Against: 0
Abstentions: 0

San Bernardino Committee – Fred Flotho spoke regarding adding MAI Housing Assistance to MAI Service Categories because San Bernardino County is running out of housing money. Alex Taylor reports he is short \$150,000. See Attachment 6 Committee recommendation was to add this to allocations as line #11 and change the numbers after that on the rest of the recommendation. Motion made per Steve McGrew to accept recommendations as presented.

Motion #02-46

For: 15
Against: 0
Abstentions: 0
Members present without PC Form 700 on file: 0

Regarding FY 2003 Recommendations for San Bernardino, after group discussion the Committee voted to add \$30,000 to Peer Advocacy and leave Dental Care less \$30,000, which would be \$235,000. See Attachment 7. Motion made per Steve McGrew to accept recommendations as presented.

Motion #02-47

For: 15
Against: 0

Abstentions: 0
Members present without PC Form 700 on file: 0

Planning and Evaluation Committee Report

Fred Flotho reported committee activity regarding the Food Standard, and the vote to approve the Standard for Food Services as well as amend the motion by asking Grantee to put the program in place as soon as possible, to be done by October 1, 2002.

Continuum of Care draft was approved as revised by consensus. Carolyn Harris reported on Title I MAI – Distribution of Funds by Service Category FY 1999 – 2001, saying the purpose of the report was to support MAI housing as a new service category in the prioritization of services. See Attachment 3

She also discussed the Capacity Development draft. Motion was made and passed to approve in concept by consensus of the group once completed. Attachment 8

Standards and Evaluations Committee Report

Fred Flotho informed the Planning Council that Standards and Evaluations Committee met Wednesday, August 28th, 2002. The committee reviewed and further revised the Food Service Standards. They will be addressing Transportation and Emergency Financial Assistance at the next meeting.

Advocacy Reports –

None

Fiscal/Programmatic Reports (Grantee Expenditure Reports)

None

Membership Committee Report

Joe Acosta introduced three new members for approval by the Council – They are Wayne McKinny, MD from Palm Springs, Lucie Smith from Riverside County, and Edward Rangel from Colton, who was absent because he had to be in school. Joe said each of these new members had completed all the requirements, that each of them serve the underserved groups. The two new members present at the meeting spoke briefly, then motion was made by Dr. Prendergast and seconded by Joe Acosta that the Planning Council recommend they be appointed and the next step would be actual confirmation by the Board of Supervisors.

Motion #02-48 was approved.

For: 15

Against: 0

Abstentions: 0

Members present without PC Form 700 on file: 0

Executive Committee Report

Steve McGrew reported that there was no quorum for Executive Committee. Group discussion was held regarding primarily the Consensus method to be used at this meeting, as well as having a quorum at that committee.

Grantee expenditure Report

Covered under consent calendar – see Attachment 9

ad hoc Committee Reports

None

Consumer Advocacy and Education

None

Underserved Populations and Community Linkages

Benita Ramsey reported on the last meeting held for Underserved – see Attachment 10

Planning Council Support Staff Procedure Review Committee

None

Case Management Standards

Leann Chamlee reported the group is still making further plans for Case Management Conference for October.

Public Comments

Mark Sension gave a brief report on Rainbow Pride Youth Alliance.

Announcements

Dr. Prendergast announced that he has heard from Alex Taylor that he has received notice that we have received \$300,000 grant for three years from Title F - \$900,000 to go to Loma Linda for dental for HIV Aids. What that will probably do then is free up some of the debt money which we will be able to move to other categories. Alex basically wrote the grant for Loma Linda, so we owe Alex a round of applause whenever we see him.

Steve McGrew gave a brief report on the All Titles Meeting in Washington D.C. Joe Acosta also commented on the fact that all the support staff worked late after the meetings and that they were grateful for all the hard work, long hours, Danny Perez's successful presentation as well as for Staff, Carolyn Harris and Jim Woodward speaking to Dr. Katz and asking for her advocacy. Carolyn Harris announced that she will give information in October regarding HRSA information she gleaned from the D.C. meeting.

Agenda Items for Next Meeting

Agenda items for the next meeting should be directed to Eydie Bernal-Cox at (909) 387-6653 or ebernal-cox@dph.sbcounty.gov.

Next Meeting

The next Planning Council meeting is scheduled for September 26th, 2002 at San Bernardino County Registrar of Voters

Adjournment

The meeting adjourned at 3:06 p.m.

Certified:

Gary Feldman, M.D.
Co-Chair

Date

Steve McGrew
Co-Chair

Date